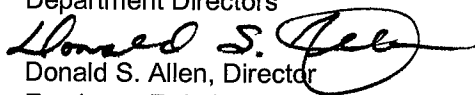


# Memorandum

MIAMI-DADE  
COUNTY

Date: August 9, 2004

To: Department Directors

From:   
Donald S. Allen, Director  
Employee Relations Department

Subject: Bi-weekly Pay Periods and County Holidays - 2005

The following bi-weekly pay periods and pay days for the year 2005 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day		PP#	Pay Period Begin	Pay Period End	Pay Day
1	12/20/2004	1/2/2005	1/7/2005		*14	6/20/2005	7/3/2005	7/8/2005
*2	1/3/2005	1/16/2005	1/21/2005		\$15	7/4/2005	7/17/2005	7/22/2005
3	1/17/2005	1/30/2005	2/4/2005		16	7/18/2005	7/31/2005	8/5/2005
4	1/31/2005	2/13/2005	2/18/2005		17	8/1/2005	8/14/2005	8/19/2005
5	2/14/2005	2/27/2005	3/4/2005		18	8/15/2005	8/28/2005	9/2/2005
6	2/28/2005	3/13/2005	3/18/2005		19	8/29/2005	9/11/2005	9/16/2005
7	3/14/2005	3/27/2005	4/1/2005		20	9/12/2005	9/25/2005	9/30/2005
8	3/28/2005	4/10/2005	4/15/2005		*21	9/26/2005	10/9/2005	10/14/2005
9	4/11/2005	4/24/2005	4/29/2005		22	10/10/2005	10/23/2005	10/28/2005
10	4/25/2005	5/8/2005	5/13/2005		*23	10/24/2005	11/6/2005	Thursday 11/10/2005
11	5/9/2005	5/22/2005	5/27/2005		*24	11/7/2005	11/20/2005	Wednesday 11/23/2005
12	5/23/2005	6/5/2005	6/10/2005		25	11/21/2005	12/4/2005	12/9/2005
13	6/6/2005	6/19/2005	6/24/2005		26	12/5/2005	12/18/2005	12/23/2005

\* Revised schedule for PAR pick up due to holiday

\$ COLA due

The following are the thirteen (13) County-observed holidays for the year 2005, unless otherwise specified by collective bargaining agreement.

New Year's Day 2005, Friday, *December 31, 2004*  
Martin Luther King's Birthday, Monday, January 17  
President's Day, Monday, February 21  
Memorial Day, Monday, May 30  
Independence Day, Monday, July 4  
Labor Day, Monday, September 5  
Columbus Day, Monday, October 10

Veterans Day, Friday, November 11  
Thanksgiving Day, Thursday, November 24  
Friday after Thanksgiving, Friday, November 25  
Christmas Day, Monday, December 26  
Employee's Birthday  
Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at termination.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

cc: George M. Burgess, County Manager  
County Manager's Assistant  
Departmental Personnel Representatives  
ERD Sr. Staff  
Union Presidents